

CODE OF BEHAVIOUR

March 2019

This Code applies to all those associated with Caritas, including paid staff, volunteers, board members and consultants. On occasions there may be other Stakeholders whom we ask to comply, if this is the case the Code will be explained clearly before their signature is requested.

Managers have a particular responsibility in promoting and upholding the Code by ensuring staff are supported in understanding and working within the Code, as well as providing a strong role model.

It is hoped that in no circumstances will local law governing national staff be in contradiction to any aspect of this code; however, should such a circumstance arise this must be discussed in the first instance with either the Director or a manager.

Note that the Code of Behaviour also applies to any online activity, including Social Media.

Values

1. I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Caritas's Vision, Mission and Values and does not bring Caritas into disrepute.
2. I will act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse or neglect.
3. I will take reasonable action to protect others from harm and to challenge infringements into the rights of others.
4. I will comply with local laws and show respect for culture in the country in which I am working with special consideration for our Treaty partnership commitments while working in Aotearoa New Zealand.
5. I will ensure that I act in accordance with health, safety and security guidelines and endeavour to safeguard others.
6. As a faith-based organisation Caritas values and respects the right of all staff to practice their faith. I will observe local sensitivities when practicing my own religious beliefs.

Corruption

7. I will maintain appropriate standards of honesty and integrity in financial accountability.
8. I will not use the position of power conferred by my role to exert pressure, enhance my personal gain economically, professionally or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
9. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on my work – e.g. contracts for goods/services or employment, partner organisations, civil authorities, beneficiary groups.
10. I will not accept from beneficiaries, partners or contractors any favours, bribes or other forms of personal enrichment under any circumstances. Small gifts or tokens of appreciation, including koha, may be received but line managers must be informed of any gifts that are offered or received, with such gift being included in a Register.
11. I will ensure that the organisation's assets, tangible and intangible, e.g. vehicles, computers, communications equipment, intellectual property, and data are not misused and are protected from theft, fraud or other damage.
12. I understand that Caritas prohibits the carrying of any weapons on any Caritas property (owned or rented) including accommodation/office/vehicles etc. Armed civilian and military personnel are not permitted in Caritas owned or operated vehicles or property.

Personal conduct / child protection

13. I will not enter into a sexual relationship with any beneficiary of Caritas.
14. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to beneficiaries of that assistance.
15. I will not take advantage of a position of power to enter into a relationship with a colleague that is romantic or sexual in nature.
16. I will not engage in any type of sexual relationships with any person under the age of 18 (regardless of the age of majority or age of consent locally).

17. I will take all reasonable measures to protect children, young people and vulnerable adults, including refraining from physically abusing children (even where this is culturally acceptable) and use non-violent methods to manage children's behaviour (both within and outside of the workplace).
18. My contact with children, young people and vulnerable adults (whether by phone, online or direct contact) will be supervised, accompanied, or at least in sight of other adults. Caritas recognises that situations may arise where this cannot be the case for urgent or for practical reasons. Where I must have contact as a lone adult with one or more children, I will inform my line manager upfront or as soon as possible.
19. I will assess the safeguarding risks for all Caritas events for which I am responsible and I will plan for the mitigation of these risks.
20. I will not show favour to particular children to the exclusion of others.
21. I will never work while under the influence of drug related substances or alcohol that inhibit my ability to perform my duties.
22. I will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
23. I will ensure that all pictures of children that I take in relation to my work with Caritas are decent and respectful. I will ensure that I obtain informed consent and protect children's identity in any media involving under 18's.

If any member of staff develops a concern or suspicion regarding any of the above, most particularly sexual exploitation or child abuse by a fellow worker, whether in the same agency or not, they must report such concerns to management (or the Board Chair) immediately. Anyone who raises a concern about potentially serious malpractice will be protected from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence.

There may be specific circumstances where a behaviour not listed above could bring Caritas into disrepute, in such a case the issue would be brought to the attention of the Director or management, for a decision on whether the behaviour did indeed bring Caritas into disrepute.

Signed in acceptance: _____

Date: _____